



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
OPNAVINST 11101.43A
N443D
2 March 1999

OPNAV INSTRUCTION 11101.43A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: CRITICAL HOUSING AREAS

Ref: (a) Joint Federal Travel Regulation (JFTR) Vol 1
(b) SECNAVINST 7220.82
(c) DOD Financial Management Regulation (FMR) Vol 7

Encl: (1) Definition of Terms
(2) Criteria Worksheet

1. Purpose. To provide policy and criteria governing the establishment, disestablishment, and continuance of Critical Housing Areas (CHA).

2. Cancellation. OPNAVINST 11101.43.

3. Scope. This instruction applies to all naval installations where service members can be accompanied by their families.

4. Definitions. See enclosure (1).

5. Background. There are many areas where housing (both Military Family Housing (MFH) and private sector housing) is in short supply. In some areas, housing is in such short supply or is so expensive, service members are forced to leave their family members at other locations. At the request of the local Housing Authority, and with the approval of Chief of Naval Operations (CNO) (N44), these areas may be designated as Critical Housing Areas (CHA). CHA designation will be noted on the Permanent Change of Station (PCS) orders of all personnel executing orders to a Permanent Duty Station (PDS) which has been designated as a CHA.

6. Entitlements. Members executing PCS orders to a CHA may elect to leave their families at another location. This does not allow leaving their families in government quarters. Members in this situation may request housing allowances based on their dependents' location rather than their new PDS.

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7. Designation Authority. Authority to designate CHAs is assigned to CNO (N44) to ensure consistent application of policy and criteria.

8. Action. CNO (N44) has overall responsibility for implementing the CHA program for Department of the Navy.

a. CNO (N44) will:

(1) Develop and issue Navy-wide policies for CHA.

(2) Make final determination regarding the policies and criteria contained in this instruction.

(3) Review CHA designations annually in February.

(4) Publish a list of CHAs annually and issue updates whenever an area is added or deleted from the list.

b. The Commander, Naval Facilities Engineering Command will:

(1) Issue implementing directives as necessary in support of the stated policies and other pertinent directives from higher authority.

(2) Evaluate and endorse correspondence forwarded per paragraph 9d regarding criteria contained in this instruction.

c. Major Claimants will evaluate and endorse correspondence forwarded per paragraph 9d regarding criteria contained in this instruction.

d. Naval Facilities Engineering Command, Engineering Field Divisions will:

(1) Evaluate and endorse correspondence forwarded per paragraph 9d regarding criteria contained in this instruction.

(2) Ensure Housing Authorities are aware of eligibility.

(3) Review criteria of designated CHA to ensure continued eligibility and forward results to CNO (N44) via chain of command by 1 February annually.

e. The local Housing Authority will submit to CNO (N44), via the chain of command per paragraph 9d, requests for designation as a CHA providing supporting documentation as defined below. Requests for designation will be computed as follows using the criteria set in paragraph 9a:

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(1) When computing data for criteria (1)-(3), a 3-year average will normally be used. Data will be taken from the following sources: Family Housing Requirements System and Inventory and Utilization of Military Owned and Controlled Family Housing Reporting System (FHRS). Enclosure (2) is provided as a Criteria Worksheet to be used as submission along with additional justification as required. In cases where there will be a definite and substantial change in station requirements (Base Realignment and Closure, squadron relocation, homeport changes, etc.) projected requirements may be used. In such cases, detailed explanation and justification must be provided.

(2) If an area does not meet the below stated criteria, CHA designation may be requested based on other considerations such as affordability of community housing. Documentation such as a market analysis, housing referral service data or other pertinent evidence supporting the request for CHA designation must be provided.

9. Policy. Navy policies with respect to CHA's are as follows:

a. An activity may be considered to be a CHA if it meets at least three of the following four criteria:

(1) Overall vacancy rate for rental units in the private market is less than 3 percent.

(2) Net utilization of MFH exceeds 95 percent.

(3) The current net family housing deficit exceeds 15 percent of the current effective housing requirements.

(4) The average waiting time for MFH exceeds 6 months.

b. An area may be placed on the critical housing list for specific paygrades. For example, if personnel E-6 and below, meet the criteria in paragraph 9a, the Housing Authority may request CHA designation specifically for these paygrades.

c. Tenant commands will automatically be included in the CHA designation for the host command. Where practicable, CHA designation will be applied regionally.

d. Requests for CHA designation with supporting documentation shall be submitted via the following chain of command to CNO (N44) for final determination:

(1) Regional Commander.

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(2) Naval Facilities Engineering Command Engineering Field Division (EFD).

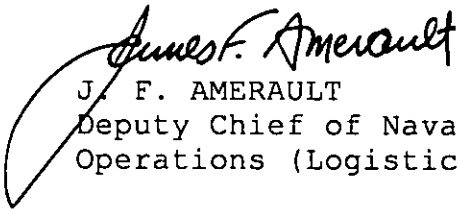
(3) Major Claimant.

(4) Commander, Naval Facilities Engineering Command (Code HFH).

e. Per references (a) through (c), members may request payment of housing allowances based upon family members' location when their relocation is delayed because of a critical housing shortage. Members' orders must state that the receiving command is designated a CHA. CHA designation is not retroactive.

f. A list of all CHAs will be formulated at the CNO level and issued by NAVADMIN. This list will be issued annually with additional updates as required.

10. Reports. Symbol OPNAV 11101- 1 is assigned to the reporting requirement contained in paragraph 8 and enclosure (2) and is approved per SECNAVINST 5214.2B.


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Deputy Chief of Naval
Operations (Logistics)

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DEFINITION OF TERMS

1. Average Waiting Time. Computation of waiting time is accomplished by dividing the number of move-outs, by the number of months covered by the report (e.g., 6, for a semi-annual report: 12, for an annual). Divide the result into the number of families on the waiting list.
2. Community Housing. Private housing in local communities within commuting distance (within 1-hour commute at rush hour) of the installation.
3. CONUS (Continental United States). The 48 contiguous states and the District of Columbia.
4. Housing Authority (HA). The installation commander or commanding officer who has responsibility for the implementation of the policies contained in this directive.
5. Housing Referral Service. A service function of the Housing Office to assist Department of Defense personnel and their family members in locating suitable, non-discriminating community housing.
6. Net Utilization Rate. Total vacant days of active units divided by total available days of active units subtracted from 100 percent.
7. Overseas. Any area outside CONUS.
8. U.S. Overseas. Alaska, Hawaii, and U.S. Possessions and Territories.
9. Vacancy Rate. Percentage of units within the total private sector inventory which are available for occupancy. The rate is generally expressed for renter units. The vacancy rate should not include unsuitable units or those withheld from the year-round market. Qualitative factors which affect or underlie the vacancy rate should be identified, e.g., concentration of vacancy, vacancies in a price range affordable to the military population, excess housing production, etc.

Enclosure (1)

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CHA CRITERIA WORKSHEET

CHA Designation Request for: _____

Activity _____

Use a 3-year average when computing data for 1, 2 and 3, below. Provide supporting documentation and justification for each (copies of report pages, etc.).

1. Overall vacancy rate for rental units in the private market (Qualification as a CHA requires less than 3 percent):

Source of information: Family Housing Requirements System (FHRS). _____

2. Net utilization rate for MFH (Qualification as a CHA requires greater than 95 percent):

Source of information: Latest Utilization Reports. _____

3. Net family housing deficit related to requirement

a. Effective housing deficit:

Source of information: Family Housing Survey DD 1523 Line 13(d). _____

b. Effective housing requirement:

Source of information: Family Housing Survey DD 1523 Line 11(d). _____

c. Part a divided by part b (Qualification requires this to be greater than 15 percent): _____

4. Average waiting time for MFH

a. Number of move outs:

Source of information: Latest Utilization Report _____

b. Number of move outs per month:

Source of information: Divide part a by the number of months (typically 12) covered by the report _____

c. Total number on waiting list: _____

d. Average months on waiting list (Must be greater than 6-months): _____

Source of information: Divide part b by part c _____

Date_____
Authorized Signature_____
Title

Enclosure (2)